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DD/A Registry
77-5216

21 SEP 1977

Executive Registry
77-2369

MEMORANDUM FOR: Director of Central Intelligence

VIA: Acting Deputy Director of Central Intelligence

FROM: Michael J. Malanick  
Acting Deputy Director for Administration

SUBJECT: Space Acquisition

1. Action Requested: It is requested that you sign the attached letter to the Administrator of the General Services Administration (GSA) requesting exceptional action to acquire leased space for the Agency.

2. Background:

a. The Agency has had a pressing requirement for additional space since early 1976. Then Director Colby authorized acquisition of 88,000 square feet of additional leased property in November 1975 (a copy of this authorization, which includes justification, is Attachment 2). Summarizing, the space requirement was created by the impending development of new automated systems (SAFE and ADSTAR) plus space requirements for expanding staffs such as the Intelligence Community Staff, Office of Legislative Counsel, Office of General Counsel, and Inspector General.

b. CIA's space utilization has historically been far better than most Federal agencies. Compared to the GSA guideline of 150 square feet of office space per person, the Agency has averaged less than [REDACTED] square feet per person in Headquarters and, throughout the Washington area (Headquarters included), less than [REDACTED] square feet per person. These statistics alone represent prima facie justification for far more space than the 85,000 to 88,000 square feet actually requested. As you are aware, since the date of the

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SUBJECT: Space Acquisition

original request, more staff expansion has occurred. Your approved reorganization plan establishing NITC, among other entities, generates different and urgent requirements for both office and technical space. Although the SAFE project has been deferred, requirements for CAMS are even more pressing and require the same specially developed environment that was contemplated for SAFE.

3. Staff Position: The DDA has continued to press the Region 3 office of GSA for assistance in leasing space to meet our requirements. Attachments 3, 4, and 5 are copies of correspondence to GSA giving the specifics of our needs. Our most recent letter, dated 13 September 1977, was supplemented by a call from our Acting Director of Logistics to the Region 3 Commissioner for Public Buildings. The Regional Commissioner advised that GSA is in a virtual freeze situation with regard to new leases. He further advised that only the Administrator of GSA, Mr. Solomon, could authorize the Region to acquire property on our behalf. His advice (and he has proven to be a good friend of the Agency) was that a direct appeal from you to Mr. Solomon would be the most effective course of action. We concur in his evaluation and, accordingly, have attached a proposed letter for your consideration.

4. Recommendation: It is recommended that you sign a letter to the Administrator of GSA (Attachment 1) requesting exceptional action in acquiring 85,000 square feet of new leased space for the Agency.

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Atts

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The Honorable Joel W. Solomon

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in the Metropolitan Washington Area. They further advise that a waiver from you is necessary before they can effectively proceed with meeting our requirement.

I am more than satisfied that CIA's requirement is substantiated by documented facts and that the need is of sufficient urgency and national concern to warrant exceptional action in this instance. Either I or members of my staff can be available to discuss this further if you desire. Any assistance you can give us in this situation is appreciated.

Yours,

STANSFIELD TURNER

Enclosure

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13 SEP 1977

REB-C-77-17

Mr. Edward M. Kidwell, Director  
Space Management Division  
Office of Operating Programs  
General Services Administration  
Washington, D.C. 20407

Dear Mr. Kidwell:

(C) By letter dated 18 August 1977, you advised that our Request for Space, RE 26-76 Sub 2, for 88,000 square feet was being returned because you had been unable to identify a suitable location which would both meet our requirements and also cost an amount which you did not consider to be prohibitively expensive. In order to alleviate some of the difficulties you have encountered and to ensure that our urgent need is fulfilled as quickly as possible, I have attached a new Request for Space, REB-C-77-17, for your immediate action which contains somewhat revised requirements. The nominal assignee of this space is the Executive Office of the President, Code 1103, and any reference to this Agency in connection with this space is classified CONFIDENTIAL.

(C) You will note that we have expanded the range of acceptable space from 75,000 square feet (net usable) to 90,000 square feet rather than the 88,000 square feet as we specified earlier. This change reflects a realization on our part that if only 75,000 square feet is located, then we at least will be able to provide space to accommodate personnel who will be relocated from Headquarters to make room for new technical systems which are being installed there with some slight space remaining to help relieve the serious overcrowding in Headquarters. If as much as 90,000 square feet can be acquired, then additional steps can be taken to alleviate the problem of overcrowding. You will also note that we have softened our requirement for single occupancy of the building to be acquired, and, under certain circumstances, we would be willing to accept joint occupancy. This, of course, is far more expensive for us since special security features would have to be installed which would not otherwise be required, but we simply cannot afford to wait any longer.

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Mr. Edward M. Kidwell

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(C) I hope these changes, along with my understanding that some new space has recently become available, will permit the rapid procurement of the space we require. Quite frankly we are now at a point where failure to have this space available for occupancy preferably by June 1978, but in any event not later than December 1978, will cause a day-for-day delay in the operational date of technical systems now planned for installation in Headquarters.

(U) If I can provide any additional information, or even personnel to assist you in your efforts, please give me a call.

(U) Your cooperation and assistance in this matter is greatly appreciated.

Sincerely,



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Chief  
Real Estate and Construction Division, OL

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Attachment to Standard Form 81

Facilities needed and special requirements:

- A. One hundred pounds/square foot minimum floor loading.
- B. Parking facilities for 400 privately-owned vehicles and some official parking spaces.
- C. Vaulted security areas will be required in various parts of the building. Detailed plans and specifications will be furnished.
- D. Some areas will require special electrical power (emergency generators) and HVAC systems. Detailed plans and specifications will be forwarded.
- E. Roof: It may be necessary to mount antennae and other communication equipment on roof.
- F. Plans and specifications for reconfiguring space for special use areas will be made available when building is identified.

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Attachment to Standard Form 81

Facilities needed and special requirements:

a. It is highly desirable that Agency be sole occupant of space. Only if special security precautions are taken could we cohabitate space with other tenants. Control of elevators will be necessary in case of partial occupancy.

b. One hundred pounds/square foot minimum floor loading.

c. Parking facilities for 400 privately-owned vehicles and some official parking spaces.

d. Reference 13D, this is vaulted area located in various parts of the building. Detailed plans and specifications will be furnished.

e. Some areas will require special electrical power (emergency generators) and HVAC systems. Detailed plans and specifications will be forwarded.

f. Roof: It may be necessary to mount antennae and other communication equipment on roof.

g. Plans and specifications for reconfiguring space for special use areas will be made available when building is identified.



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